

22 November 2016

Dear

RE:

Thank you for your kind instruction to carry out aof the above property to assist you in your purchase.

We shall make the necessary access arrangements in order to carry out the inspection and endeavour to do this within ten working days of your instruction.

We confirm that the total fee for this instruction is including VAT and all expenses and is payable after the inspection and before the release of the completed report.

We would be grateful if you could kindly confirm your instruction and acceptance of these terms by signing and returning to this office one copy of the enclosed terms of business for our records.

We shall be in touch again as soon as we have inspected the property in order to give you our initial thoughts.

With kind regards.

Reuben A Diffey MRICS
RICS Registered Valuer
For Property Formula

Encs.

Regulated by the RICS

Client: ("You", "Your")
 Property: ("the Property")
 Instruction: ("the Instruction")

Thank You for instructing Property Formula Limited ("Us", "Our", "We") to act for You. Please sign and return the second copy of this agreement to confirm that the terms of Our engagement are as follows:

1. You appoint us exclusively regarding the Instruction and agree not to discuss, negotiate with or instruct any other party in respect of the Instruction without Our prior written consent.
2. We shall arrange to carry out the Instruction with the selling agent, vendor or vendor's representative and rely on the co-operation of the agent/vendor in order to gain access to the Property in order to carry out the Instruction.
3. We shall endeavor to carry out the Instruction, including inspection and reporting, within ten working days of receiving your written confirmation of Our terms, but will notify you in advance if this is not possible. All reports are submitted in electronic form and a printing and administration charge of £25 will be made for any hard copies requested.
4. Our fee shall be as quoted in the covering letter. Our Fees are due for settlement after the inspection and before the release of the final survey report. Payment should be made to **Property Formula Ltd**, Account 08057476, Sort Code: 09-01-28, quoting the invoice number as your reference. All payments are acknowledged by email only normally on the Friday after payment. Please note that all queries, not covered by our report will be chargeable at the rate of £150 per hour plus VAT.
5. A cancellation fee will apply on the following terms: Less than 24 Hours notice 50% fee is due, More than 24 Hours notice a booking fee of £75 plus VAT applies to your instruction. All cancellations must be notified in writing or by email.
6. VAT shall apply to Our Fees at the prevailing rate. VAT Registration Number 133 5633 28
7. Interest shall be payable by You to Us on a daily basis (both before and after judgment) at the rate of 4% above Barclays Bank plc base rate from time to time on all Fees not settled in full in accordance with these Terms.
8. This firm is Regulated by the RICS and also operates a Complaints Procedure, a copy of which can be obtained by written request to the Registered Office below.

You warrant to Us that You have the full power and authority to enter into this agreement and to conclude an agreement in relation to the Instruction.

These terms can only be amended or varied if specifically agreed to in writing and signed by You and Us.

_____ DATED:
 CLIENT
 CONTACT NUMBER(S) / EMAIL _____
 SOLICITOR DETAILS _____
 Where did you hear about Property Formula? _____
 Confirmed Purchase price? _____